

An abstract graphic on the left side of the slide, featuring a series of overlapping, wireframe-style geometric shapes in a light blue color. These shapes include cylinders, rectangular prisms, and other 3D forms, creating a sense of depth and architectural structure. The graphic is set against a dark grey background that transitions into a large, dark circular shape on the right.

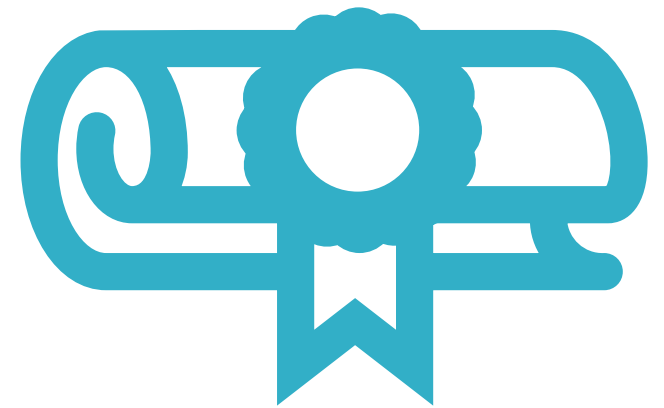
Work based learning – Apprenticeships

A guide for employers and mentors

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What's the difference between a diploma and apprenticeship?

- Apprenticeships are funded by the Education and Skills Funding Agency (ESFA)
- Includes maths and English at the required levels
- Externally assessed by an End Point Assessment Organisation (currently 1st4Sport)
- Diplomas are not funded by the ESFA.
- No requirement for maths and English
- Assessed and internally verified by NHC qualified staff and externally verified by 1st4Sport
- Fees apply



Who is eligible

- Any person over the age of 16 year wishing to undertake an apprenticeship with the NHC will be considered
- The learner needs to be working at the required level to start their training
- They will need to have the correct maths and English qualifications for an apprenticeship
- There is no upper age limit currently for the qualifications
- They need to stay in racing or equine employment for the duration of the apprenticeship

What does it cost?



For anyone aged 16-18 years there is no cost for the apprenticeship.



For anyone over the age of 18 there is a cost to the employer called an apprenticeship co-investment payment of £250 for a level 2 learner or £300 for a level 3 learner.



For any organisation who has more than 50 members of staff the apprenticeship co-investment is payable for learners of any age.

How do we start?



The employer needs to be registered on the Apprenticeship Service before we can start an apprenticeship



Once this happens then we can enroll the learner on the correct programme for their needs and the needs of your business



The learner may be from the NHC Foundation Course and have completed a 6 week work placement with you or may be one of your existing members of staff.



The learner must be fully employed with a contract of employment, and paid according to the minimum wage pay structure

The enrolment process



THE ENROLMENT
FORM AND
COMMITMENT
STATEMENT



THE SKILLS SCAN



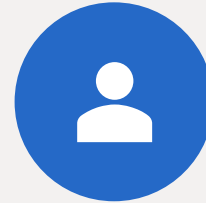
THE PREDICTED
OUTCOMES



AN EXPLANATION OF
THE COURSE
CONTENT AND
STRUCTURE



CREATING A DELIVERY
PLAN



ASSIGNING A
WORKPLACE MENTOR

The delivery

The apprenticeship is broken into different areas of work:

Unit 1: Safe Working Practice

Unit 2: Yard and Field Routines and Duties

Unit 3: Horse Anatomy, Physiology and Welfare

Unit 4: Horse Handling, Care and Appearance

Unit 5: Saddlery and Equipment / Nutrition and Fitness

Unit 6: Travelling Horses

Unit 7: Non-Ridden Exercise

Unit 11: Core behaviours

PLUS one specialist Pathway unit

Specialist Pathway units

Riding- the candidate must demonstrate the ability to ride at least 2 different horses in the following ways:

- In an arena during basic school movements, with and without stirrups and demonstrate lateral work
- In an open space
- Open and closing gates
- Ride and lead
- Ride on the roads
- Over poles
- Over a course of jumps (optional)

Specialist pathway units

Non Riding - Yard Groom

- Supporting riding grooms
- Contribute to yard-based records
- Assist with office duties
- Engaging with customers
- Contribute to the organisation and maintenance of the yard
- Assist with storage of supplies and stock rotation

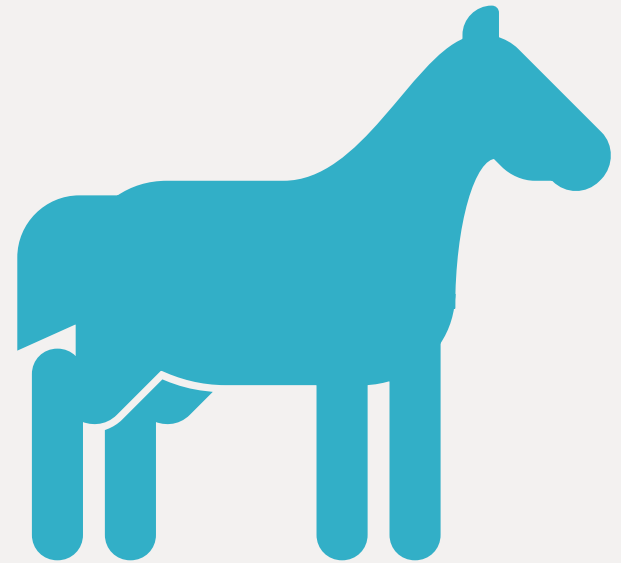
Specialist pathway units

Breeding

- Handling horses used for breeding purposes
- Observe the onset and if required be involved with foaling and aftercare
- An awareness of reproductive status
- Disease control within breeding
- Assist with breeding specialists
- Assist with the commercial sale of breeding stock

Specialist pathways units- Racing

- Racing exercise groom- riding in training racehorses on the gallops and taking horses racing
- Yard based racing groom- assisting with the training of racehorses and taking horses racing



How we deliver



Off the job training



Each learner has a bespoke training delivery plan



The majority of training is delivered on the yard by the employer, mentor or senior staff



NHC Roving Tutors have contact with each learner a minimum of every 4 weeks and will visit every 8 to 12 weeks to check learning is taking place and support learning needs



The mentor, employer, learner and Roving Tutor and all involved in visits, so everyone understands the process

How we deliver

Each visit the roving tutor will cover a range of topics which relate to their apprenticeship including:

What steps the learner has taken towards their apprenticeship aims

What goals need to be set for the future

Health and safety


Equality and Diversity

Additional support requirements

Stretch and challenge for able learners

Employer feedback

Off the Job Training

- It is mandatory that employers allow every apprentice an average of 6 hours a week to complete off the job training (training towards their EPA where they don't already have the skills, knowledge or behaviors)
 - OTJT is delivered mainly by the employer or mentor in the workplace. NHC Roving Tutors will assist to fill any gaps in learning
 - OTJT needs to be logged by the apprentice and our roving tutors can guide them through this
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Gathering evidence

- As part of their apprenticeship, each learner is required to build a portfolio of evidence which demonstrates their ability in each section of the qualification. This will be submitted to 1st4Sport before End Point Assessment (EPA) and used by the Independent End Point Assessor (IEPA) to inform the professional discussion.
- The portfolio should include electronic written work, photos, videos, voice recordings, witness statements and eLearning certificates. This work needs to be logged on the learners NHC online account.

End Point Assessment

Once the apprentice is ready for Gateway (the name for the start of the EPA) then the NHC will submit the EPA request to 1st4Sport.

The learner will undertake 3 sections of an EPA:

1. Knowledge test- online, multiple choice, 50 questions. Pass 70% and distinction 90% (taken prior to the other parts of the EPA)

2. Observation a 5 or 6 hour practical observation in the workplace covering all the tasks from each section

3. Professional discussion- 60 to 90-minute discussion covering their core behaviours.

They will be given a Fail/Pass/Distinction grade in their full report 14 working days after their EPA.

After EPA

Progression
routes
available

Qualified and
trained staff in
employment

Incentives
payments –
employers



How to enrol an apprentice

Please register your interest with the NHC (E.Cassidy@theNHC.co.uk). We will set you up with instructions on how to register on the Apprenticeship Service and then arrange a meeting with the employer, apprentice and NHC roving tutor to begin the apprenticeship.